PS – PowerSchool Basic Student Searching and Exporting

There are several different ways to search for students and student data in PowerSchool. This document will cover some of the basic search methods to find students who meet certain criteria and to export out student field values.

Searching for Students
On the main page, click a tab under Search to select a group to search. "Students" is the default tab. On the Students tab, search for an individual student or groups of students. You have several ways to search for students in PowerSchool.

Browse Students
Click one of the Browse Students links to conduct specific, single-criteria searches. Using Browse Students, search for students by:
- First letter of the student's last name
- Grade level (Grade_Level=)
- Gender (Gender=)
- All (Current active enrollment)

Searching by Last Name or Student Number
Search for students by last name, a portion of the last name, or by the student number. If a student is the only one with the last name you entered, the student pages for that student appear. If the student shares his or her last name with other students in the school, the Current Student Selection page shows the list of students who match your search criteria.

Each student in your system is assigned a unique student number. You can search for a student using this number. Use any letters in the Search Students field and PowerSchool searches last names automatically. Enter numbers and PowerSchool searches student numbers.

Using Smart Searches
Smart Search makes searching for students and staff faster and easier. Once you start typing in the Search Students field, the auto-completion feature suggests a list of possible student or staff names, student or staff fields, and stored searches in a menu below the Search field. In most cases, you don't have to type the complete word. To select an item, click your choice. If you select a student's name, his or her student pages will appear. If you choose a field name, it will be inserted in the Search Students box. Then you can complete the search command.

The choices in the Smart Search menu are color coded and labeled with an icon, making it easy to identify the item you are looking for within the list of results. Search results for student and staff names are represented in orange and labeled with an icon that looks like a person. Search results for student and staff fields are black and labeled with a database icon. Stored searches are green and are labeled with a magnifying glass icon.

Result Type	Icon	Text Color
Student Name	👤	Orange
Inactive Student Name	👤	Gray
Staff Name	👤	Orange
Student/Staff Field	📇	Black
Stored Searches	🔍	Green

To turn on Smart Search:

1) From the Start Page, click the Personalize link on the left under the Setup section
2) Select Interface
3) Check the box for "Enable Smart Search"
4) Click the blue Submit button

NOTE: Another Interface option is to "Include Inactive Student/Staff Results"; however, it is not recommended for users who primarily work with Active students. Inactive students can be included in a search easily on an as needed basis, and as discussed in future Search topics.

Using Field/Value Search Commands
Use search commands to find students who match specific criteria and to search student fields.

A search command is a statement of search instructions and must contain three elements: a field name, a comparator, and a search argument or value. In the following example, the field searched is First_Name, the comparator is equals (=), and the value searched for is Maria. Thus, this search command searches for all current students whose first name is Maria:

Field Name	Comparator	Search Argument
First_Name	=	Maria

To see a list of the student fields available in PowerSchool, including any custom fields your district/school created, click **View Field List** on the Start Page. Then, you may scroll through the list to locate the name of the field that contains the information you want. Click the field to automatically enter it in the Search Students field.

Search for information by using the correct comparator in your search command. Note that if a comparator contains letters, you must include spaces between the field name, the comparator, and the search argument. (See a list of Search Comparators on page 3)

The search argument is the specific information for which you are searching. For example, if you are searching for all of the students with the last name Smith, then Smith is the search argument. The search argument is always the last part of the search command.

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PowerSchool Search Comparators

Comparator	Means This	Does This	Example
=	Equals	Returns an exact match of the search argument	`First_Name=robert`
<	Is less than	Returns all matches less than the search argument	`Grade_Level<11`
>	Is greater than	Returns all matches greater than the search argument	`Grade_Level>3`
<=	Is less than or equal to	Returns all matches less than or equal to the search argument	`Grade_Level<=10`
>=	Is greater than or equal to	Returns all matches greater than or equal to the search argument	`Grade_Level>=4`
#	Does not equal	Returns everything that does not match the search argument	`football#` (Returns all students who have the Football check box selected) `football#1` (Returns all students who do not have the Football check box selected)
in	One of the values is present in the field	Returns all matches that contain one of the search arguments	`Last_Name in yang,holt` (Returns students whose last name is Yang or Holt)
contains	The value is contained in the field	Returns all matches where the search argument is anywhere in the field	`Street contains maple`
!contain	The value is not contained in the field	Excludes matches of what you typed	`Street !contain maple`
@	Wildcard	Fills in unknown information in the search argument	`First_Name=jac@`

Using Compound Searches

You can search the database using multiple search commands simultaneously. When you enter more than one search command in the Search Students field, separate the search commands with a semicolon (;). A semicolon between search commands means *and*. For example, to find all the students in Mr. Bowe's homeroom class whose street contains Maple, enter **home_room=bowe;street contains maple** in the Search Students field at Apple Grove High School, and press **Enter**.

Searching for Inactive Students

When you perform searches, you're only searching active student records in your school. Students who are currently enrolled are considered active. Occasionally, you may need to search for students who preregistered for next year, transferred or dropped out of school midyear, or graduated early. Students in one of these classifications are inactive. Students who have re-enrolled in another school in your district are not considered inactive. Search for the students at their current school or the district office. To access inactive student records, begin your search command with a forward slash (/). Preceding a search command with a forward slash searches all student records. For example, to find all active and inactive students with the last name Flowers, enter **/last_name=flowers** in the Search Students field and press **Enter**.

Searching based on Enroll Status

You can use the following to search based on the student enroll status (Enroll_Status=*value*). For any statuses other than Active, you must use /Enroll_Status=*value* to include inactive students:

Value	Status	Notes
-2 or less	Inactive	Values in this range will only appear if manually set by an administrator
-1	Pre-Registered	Automatically set by PowerSchool when a student is properly pre-registered
0	Active	Automatically set by PowerSchool when a student is made active, either by enrolling the student, or using the End of Year process
1	Inactive	Values in this range will only appear if manually set by an administrator
2	Transferred Out	Automatically set by PowerSchool when a student is manually transferred out of school
3	Graduated	Automatically set by PowerSchool when a student is moved to the Graduated Students school during the End of Year process
4	Imported as Historical	Values in this range will only appear if manually set by an administrator
5 or higher	Inactive	Values in this range will only appear if manually set by an administrator

Search Codes

A search code is a special type of command that searches by completing a calculation and comparing the results. Using a search code, you can search for students who were born in the month of June, who do not have a Period 1 class, who were active as of November 10, or who are enrolled in the Gifted and Talented program.

Enter search codes as you would any search command in the Search Students field. For example, to find students born on November 10, enter ***birthday=11/10** in the Search Students field and press **Enter**. (See Search Code examples on page 5).

Search Code Examples

Search Code	Does This	Example

*birthday	Finds students whose birthday is today, on a certain date, or within a specified range, such as students with April birthdays	`*birthday=today`
		`*birthday=4/1`
		`*birthday>=4/1;*birthday<=4/30`

*as_of	Finds students who were active on the specified date	`*as_of=10/31/2012`
*not_enrolled_in_period	Finds students who are not enrolled in a course for the specified period	`*not_enrolled_in_period=4`
*enrolled_in	Finds students who are currently enrolled in a specified course and section	`*enrolled_in=LS200` `*enrolled_in=LS200.4`
*not_enrolled_in	Finds students who are not currently enrolled in the specified course	`*not_enrolled_in=HR`
*has_completed_course	Finds students who have at least one historical grade entry for the specified course	`*has_completed_course=SOC1200`
*has_not_completed	Finds students who do not have any historical grade entries for the specified course	`*has_not_completed=ENG1000`

*cumulative_credit_hours	Finds students with the specified number of credit hours	`*cumulative_credit_hours=12`
		`*cumulative_credit_hours<15`
		`*cumulative_credit_hours>5`

*number_of_classes	Finds students who are currently enrolled in the specified number of classes	`*number_of_classes=8`
		`*number_of_classes<7`
		`*number_of_classes>5`
		`*number_of_classes#6`

*hours_requested	Finds students who have course requests for the specified number of credit hours	`*hours_requested<6`
		`*hours_requested>8`
		`*hours_requested=10`

*special_program	Finds students who are enrolled in the specified special program	`*special_program=reading recovery`
*fee.fee_balance	Finds students who owe money on their student fee accounts	`*fee.fee_balance>0`

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Creating Stored Searches

If you know you will be using a set of search commands over and over, create a new group of students for whom you and other users can search. Stored searches find preset groups of students. You can either set up and save the searches you use most, or use a search that someone else has set up.

To create a stored search, click **Stored Searches** and click **New**. Then type the search command or commands needed to get the results you want. For example, if you wanted to store a search for the current day's birthdays, you would use the command *birthday=today. Once you store the search, run it daily without having to type in the command. Begin by clicking **Stored Searches**. Then next to the search name, click **Run Search**.

Creating Stored Selections

If you have a group of students who you continually access and want to work with those same students often, you can create a Stored Selection. This group of students will never change. Stored Selections are seen only by the person who created the Stored Selection, unless it is made public to other users.

To create a stored selection, perform the search for the students with whom you wish to work or hand-select your group of students. Choose **Save Stored Selection** from the functions menu. To work with that group of students in the future, click on the **Stored Selection** link on the start page and click **Go Functions**.

PowerSchool Advanced Search Feature

PowerSchool has the ability to add students to a previous search, to remove students from a previous search or to further search within a selection of students.

The PowerSchool Advanced Search is slightly different in its layout and in some of its functionality. When checking the Advanced box, you will see three main areas: The Search Criteria area, the Search Results Area, and the Current Student Selection area.

You may still search for students by clicking on the grade level.

Start Page

| Students | Staff | Parents |

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 M F All Stored Searches Stored Selections

Search Results (0)

However, instead of automatically setting this group as your Current Selection, it will display the search parameter in the Search bar, and your Search Results will appear in the list below.

Start Page

| Students | Staff | Parents |

grade_level=8

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 13 14 M F All Stored Searches Stored Selections

Search Results (257)

| ☑ | **Student** | **Student Number** | **Grade Level** |
| ☑ | Alcini, Joseph Anthony | 208055 | 8 |

After your initial search, you need to then set your Current Selection with the blue Set button below your Search Results.

| 4/14/2002 | HEL |

Current Selection [Set] [Add] [Subtract] [Within] [?]

After you set your Current Student Selection, the selection will appear in the Current Student Selection area, and you can then conduct further searches or choose a function to perform with that Current Student Selection.

Current Student Selection (257)

Student

Alcini, Joseph Anthony

After your Current Student Selection is set, you will then have to ability to conduct further searches without affecting your Current Student Selection. Your subsequent Search Results can then be added to or subtracted from your Current Student Selection by using the blue "Add" or "Subtract" buttons, or you may opt to conduct the additional search within the existing Current Student Selection by using the "Within" button.

Basic Export Functions

Once you have a student selection, you can either perform functions or you can export information about the students you have selected. Using the Basic Export functions you can select any student field and any related table data where there is a one-to-one relationship between the Students table.

List Students

The most basic export function that you can use is the **List Students** function. To use this function, select your students and then select the **List Students** function. Provide a Report Title, and then select the Student fields that you wish to export out. You can also identify how you want the page to appear, by including Cell Padding, additional rows between student records, including gridlines, as well as sorting by the selected fields. There is an option to export as a text tab-delimited file.

Quick Export

Quick Export provides the same functionality as the List Students with Export function; however, you do have the ability to further format the file by including a Field Delimiter, a Record Delimiter, to include or not include column titles on the 1st row and to surround fields in double quotations. To use this function, select your students and then select the **Quick Export** function. List the fields that you wish to submit, specify the other optional parameters and then click the Submit button.

Student Export Templates

If you find that you are frequently exporting out the same data for students, you can create an export template. Export Templates are created under the Special Functions > Importing & Exporting > Templates for Exporting. These templates can export out a simple text tab-delimited file of the selected columns (most commonly used) or a text file where the columns are of a fixed width (which can be used for importing into systems where the data is required to be in a specific format). To create an export template, select Special Functions > Importing & Exporting > Templates for Exporing. Click the new button. Name the Template and provide the configuration of the Export Template and click Submit. Then, navigate to the created template and click the on the number in the **# Columns** column to identify the desired fields and the order in which the fields should appear. To create each new Field, click the New button, provide the Title of the column, select the desired field, a value if the student field is blank (optional). You may also identify the Column Number, Width (for fixed-width files) and the field alignment.